

	A	В	С
1		SOURCE	COUNTING RULE
	A. ADMINISTRATION	Title	
3	Budget Allotment	Title	
4	Allotment	Division Reported	Use the latest Budget Change Document, total General Fund column, total of Program line. This pertains to funds for Program 25.
5	Surplus/Deficit	Division Reported	Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2006 the information from the May 2006 Monthly Budget Plan would be used to complete this section.
	Accounting	Title	
	Travel Expenditures	Division	
7		Reported	Enter the dollar amount of travel expenditures incurred for the reporting period.
-	Personnel	Title	
	Budgeted Positions	Division	Data is received the first week of the month for the previous month's data.
9		Reported	F
10	Filled Budgeted Positions	Division Reported	Data is received the first week of the month for the previous month's data.
	920 Blanket	Division	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket
11		Reported	are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff
-	010 Displicat	<u> </u>	on Long Term Sick status.
	918 Blanket	Division	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket
12		Reported	are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.
-	902 Blanket		
		Division	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the
13		Reported	previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.
	916 Blanket	Division	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the
14		Reported	previous month's data. 916 Blanket refers to retired annuitant staff.
	Number of "Other" Type of Leave		Display Purpose Only - (Not factored into formula). Other off pay status employees in established
		Division	positions. Examples include Long Term Sick employees still in their budgeted position numbers and
		Reported	employees out on Military Leave still in their budgeted position numbers, etc. This information will be
15			reported by Personnel, Personnel Assignment or the Budget Analyst.
40	Vacancy Total		Budgeted Positions - [minus] (Filled Budgeted Positions + [plus] 920 & 918 Blanket Positions) = Vacancy
16	Veneza e Pete 9/	Line	Total
17	Vacancy Rate %	Line	Enter the 'Total number of Vacancies divided by the 'total ' number of Budgeted Positions = Vacancy Rate
	Overtime	Title	Percentage
	Total Dollars	Division	For the total dellar consistent for the desired standard control of the constant of the consta
19		Reported	Enter the total dollars reported for overtime during the reporting period.
60	Total Hours	Division	Enter the total hours reported for overtime during the reporting period.
20	N	Reported	and the second s
21	Number of Staff Who Worked	Division	Enter the total number of staff who worked overtime during the reporting period.
	Average Hours Per Staff	керогтеа	
	A Trende Flours Fer Stuff	Formula Driven	
22		Line	"Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
	Training	Title	Total Number Hours ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
24	Allotment	Division	Use the latest Budget Change Document for the current Fiscal Year's training allotment.
24	Tanining Descripts Discript	Reported	
25	Training Requests Planned	Division	Enter the number of staff enrolled to attend training. The data represents the total for the previous
25	Total Training Hours Provided	Reported Division	calendar month.
26	Total Haming Hours Frontacu	Reported	Enter the total number of hours scheduled for training during the previous calendar month.
	Training Requests Processed	Division	This is the number of staff who actually attended and completed training during the previous calendar
27		Reported	month.
	Total Expenditures	Division	Enter the dollar amount of training expenditures incurred for the reporting period for the previous
28		Reported	month.
	Training Balance	Division	Enter the dollar amount currently available from allocated training funds. The data represents available
29		Reported	funds after the previous calendar month's usage.
			



	А	В	С
1		SOURCE	COUNTING RULE
30	Sick Leave	Title	
١	Total Hours	Division	Enter the total hours reported for overtime during the reporting period.
31		Reported	
22	Average Hours per Staff	Formula Driven	
32		Line	"Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
33	In-Lieu of Sick Leave	Title	
34	Total Hours	Division	Enter the total hours reported for overtime during the reporting period.
J-T	Average Hours per Staff	Reported Formula Driven	Formula:
35	Average flours per Staff	Line	Total Sick Leave ÷ "Total of All Personnel in Filled Positions" = Average Hours Per Staff
	Workers' Compensation	Title	Total Sick Leave + Total of All Personner III Filled Positions - Average nours Per Stall
	Total Number of Staff Off Work due to	Division	Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter
37	Accepted and Pending Claims.	Reported	the data as a point-in-time number as of the last working day of each reporting period.
	Pending Claims		
		Division	Enter the number of work related compensation claims that are pending during the reporting period.
38		Reported	Enter the data as a point-in-time number as of the last working day of each reporting period.
	New Claims	Division	Enter the number of work related compensation claims that were initiated during the reporting period.
		Reported	Enter the data as a point-in-time number as of the last working day of each reporting period.
39		Reported	Effet the data as a point-in-time number as of the last working day of each reporting period.
	Closed Claims	Division	Enter the number of work related compensation claims that were closed during the reporting period.
		Reported	Enter the data as a point-in-time number as of the last working day of each reporting period.
40		Reported	Effect the data as a point-in-time number as of the last working day of each reporting period.
41		Title	
	Total Number of Staff Off Work due to Non-	Division	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected
	Work Related Illness/Injuries.	Reported	workers' compensation claims. Enter the data as a point-in-time as of the last working day of each
42		•	reporting period.
43	FMLA	Title	
	Total Number of Staff Off Work due to Non-	Division	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected
1,,	Work Related Illness/Injuries.	Reported	workers' compensation claims. Enter the data as a point-in-time as of the last working day of each
44	Frederic Circumstation (Complete		reporting period.
45	Employee Grievances and Staff Complaints Total	Title	Formula:
	Total	Formula Driven	Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff
46		Line	Complaints
	Health & Safety		This is the total number of formal health and safety grievances and staff complaints that were filed
		Division	during the preceding calendar month.
		Reported	The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the
47		перопеч	institution's Labor Relations Office.
H	Conditions of Work		
	Considerio di Work	Division	This is the total number of formal conditions of work and staff complaints that were filed during the
			preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Applyst/Representative in the
1,0		Reported	The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.
48	5.5.0		IIISULUUII S LADOI NEIAUOIIS OTTICE.
	E.E.O	Division	This is the total number of EEO complaints that were filed during the preceding calendar month.
49		Reported	The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.
43			



	A	В	С
1	Α		Ţ.
50	Chaff Innochiochions	SOURCE Title	COUNTING RULE
30	Staff Investigations Total Central Intake Requests	Division	This section excludes Medical Staff investigations.
51	Total Central Intake Requests	Reported	Enter the number of Central Intake Requests submitted during the reporting period.
	Central Intake Requests Accepted	Division	Enter the number of Central Intake Requests accepted during the reporting period.
52		Reported	
	Central Intake Requests Rejected	Division	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a
53		Reported	point in time count as of the last day of the reporting period.
	Central Intake Requests Approved for Direct	Division	Enter the number of Central Intake Requests approved for Direct Action during the reporting period.
54	Action	Reported	This is a point in time count as of the last day of the reporting period.
	Total Direct Action Requests Submitted	Division	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in
55		Reported	time count as of the last day of the reporting period.
	Total Direct Action Requests Accepted	Division	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time
56		Reported	count as of the last day of the reporting period.
	Total Direct Action Requests Rejected	Division	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a
57		Reported	point in time count as of the last day of the reporting period.
	Number of Open Investigations	Division	Enter the total number of open investigations during the reporting period. This is a point-in-time count
58		Reported	as of the last day of the reporting period.
l	Number of Closed Investigations	Division	Enter the total number of investigations closed during the reporting period. This is a point-in-time
59		Reported	count as of the last day of the reporting period.
	Investigations Exceeding 180 Calendar Days	Division	Enter the total number of investigations that have exceeded 180 calendar days.
60		Reported	,
64	Investigations Exceeding the Statute of	Division	Enter the total number of investigation that have exceeded the statute of limitations.
63	Limitations	Reported	·
02	Adverse Actions	Title	
63	Total	Division Reported	Enter the total number of adverse actions initiated during the reporting period.
 	Dismissals	Division	Enter the total number of dismissals issued during the reporting period.
64	5.5.11.534.5	Reported	
	Rejection on Probation	Division	Please provide the number of staff rejections on probation during the reported period.
65		Reported	rrease provide the number of staff rejections on probation during the reported period.